

STREET NAMING AND BUILDING NUMBERING ADVICE POLICY AND SCHEME OF CHARGES

THIS POLICY INTRODUCES A STREET NAMING AND NUMBERING POLICY AND A SCHEME OF CHARGES

Introduction

The naming of streets, and naming and numbering of buildings, forms the basis for identifying property related information for the purposes of:

- Record keeping e.g. legal transactions, taxation;
- Delivery of post by Royal Mail and courier services;
- Responses to emergencies by ambulance, police and fire services.

It is important that the names and numbers are logical, appropriate, and displayed clearly. The Borough Council of Bolton (the Council) has the legal powers to authorise names for new streets or rename existing streets, which are adopted or are to remain private, and ensure that the authorised name is displayed clearly. It has similar powers in respect of naming/renaming or numbering/renumbering of buildings. The purpose of this advice is to provide guidance to developers and building occupiers on the naming/renaming of streets and numbering/renumbering of buildings.

The policy applies both to new developments and the renaming of existing streets and renumbering of buildings. As a general rule, the Council will require the submission of an application for all new development. The renaming of existing streets and renumbering of buildings is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the occupiers, Post Office, or emergency services. The Council will notify the developer of the charges for street naming and numbering on receipt of the Building Regulations application.

Statutory context

The Council is the street naming and building numbering authority for the borough of Bolton. All proposals for new street names and changes of name in the borough must be sent to the Council for approval prior to being brought into use. The Greater Manchester Act 1981 section 22 (1) enables the Council to allocate numbers to buildings as it sees fit. With regards to naming and renaming streets the Public Health Act 1925, sections 17 -19 are applicable

Land and Property Gazetteer

All changes made through the street naming and numbering process, and Through notified name changes, are included on the Council's Local Land

and Property Gazetteer (LLPG), which is used in the delivery of the Council's services.

The Council's LLPG, together with other Local Authorities in England and Wales, makes up the National Land and Property Gazetteer (NLPG). Street naming and numbering is the single most important source of address change intelligence for the Council's LLPG and therefore the NLPG. The NLPG is a comprehensive and continually updated database. It is the definitive address list that provides unique identification of properties which conforms to British Standard BS7666:2006.

The above legislation includes the responsibility for:

- Erecting nameplates and ensuring that the names and/or numbers of buildings are displayed by the owners in accordance with the **legislation**;
- Informing all owners/occupiers of street naming/renaming and building numbering/ renumbering orders.

Naming of New Streets

On receipt of an application for a new street name, we will check to ensure that the proposal:

- Does not duplicate existing names and
- Is in accordance with naming and numbering conventions and building naming and numbering conventions (as set out below)

Suggestions for road names can be made by the developer and other interested parties.

To prevent new street names, which are close to and may conflict with adjoining boroughs/districts, the Royal Mail must be consulted.

In the case of new street names in Horwich, Blackrod and Westhoughton Town Councils will be consulted.

If the Council intend to re-name a street a "Notice of Intention" stating the new name of the street must to be posted on the street for a period of one month to allow the opportunity for any aggrieved person to raise objections, which the Council is obliged to consider. In the event that the objections cannot be overcome by negotiations, there is a right of appeal for aggrieved parties to the Magistrate's Court. The appeal must be lodged within 21 days of the notice being posted.

Street Naming Conventions

The following is the Council's position and should be considered when seeking a new number or address:

- New street names should try to avoid duplicating any similar name already in use in the borough or neighbouring boroughs. A variation in the terminal

word, for example. "street", "road", "avenue", will not be accepted as sufficient reason to duplicate a name.

- The Involvement of ward members in relation to the issue of local historical connections and references to previous use of land.
- Street names should not be difficult to pronounce or awkward to spell.
- Aesthetically unsuitable names should be avoided. For example, Gaswork Road, Tip House, Coalpit Lane, or names capable of deliberate misinterpretation such as Hoare Road, Typple Avenue etc.
- Streets should not start with "The".
- All new street names should end with one of the following suffixes:
 - Street (for any thoroughfare)
 - Road (for any thoroughfare)
 - Way (for major roads)
 - Avenue (for residential roads)
 - Drive (for residential roads)
 - Grove (for residential roads)
 - Lane (for residential roads or rural roads)
 - Gardens (for residential roads) *subject to there being no confusion with any local open space
 - Gate (for residential roads)
 - Place (for residential roads)
 - Crescent (for a crescent shaped road)
 - Court/Close (for a cul-de-sac only)
 - Square (for a square only)
 - Hill (for a hillside road only)
 - Circus (for a large roundabout)
 - Vale (for residential roads) *only for exceptional use
 - Rise (for residential roads) *only for exceptional use
 - Row (for residential roads) *only for exceptional use
 - Wharf (for residential roads) *only for exceptional use
 - Mews (for residential roads)

Suffixes need careful consideration as it may give a false impression of location:

- End, Court, Cross, Side, View, Wharf, Walk, Park, Meadow, Croft , Yard

All these words can, of course, be incorporated in a street name provided it ends with an appropriate suffix (example Mile End Road).

Exceptions: Single or dual names without suffixes in appropriate places (example, Broadway for major roads only).

- All new pedestrian ways should end with one of the following suffixes:
 - Walk
 - Path
 - Way
- The use of North, East, South or West (as in Alfred Road North and Alfred Road South, or East or West) is only acceptable where the road is continuous and passes over a major junction. It is not acceptable when the road is in two separate parts with no vehicular access between the two. In such a case half should be renamed.
- Having two phonetically similar names within a postal area should be avoided and, if possible, within a borough, example, Alfred Road and Alfred Close or Churchill Road and Birch Hill Road.
- The use of a name which relates to people either living, or deceased should be avoided if possible. Only exceptional circumstances would be given consideration.
- A new street name should not be of a type which could be altered by an act of graffiti to read or spell other words.
- A street name should not consist of, or be derived from any company name. (In the case of certain private streets or roadways within an industrial type complex, this may be acceptable; however that name would not form part of the postal address.)

Renaming Streets

If the Council wishes to change the name of a street, or if an application is made to the authority to change the name of a street. A "Notice of Intention" stating the new name of the street must to be posted on the street for a period of one month to allow aggrieved persons the opportunity to raise objections, which the Council are obliged to consider. In the event that the objections cannot be overcome by negotiation, there is a right of appeal to Magistrate's Court. The appeal must be lodged within 21 days of the notice being posted.

Building Naming and Numbering Conventions

Numbers are allocated to enable easy and rapid location of buildings for the benefit of both routine and emergency callers.

Building Numbers

Developers are required to provide a copy of a site layout plan (and floor plans where applicable) to no lesser scale than 1/5000. The plan must clearly indicate the plot numbers of each separate dwelling, office or business unit and the main entrance points to the premises must be indicated by pathways which provide access to the principal entrance to each property or premises.

- Numbering should commence from the entrance nearest the settlement centre with odd numbers on the left and even on the right.
- If it is a small development around a (cul-de-sac), properties can be numbered consecutively, e.g. 1-8
- Private garages and similar buildings used for housing cars, and such like, do not need to be numbered.
- A proper sequence should be maintained, with number 13 being omitted
- Buildings (including those on corner sites) should be numbered according to the street in which the main entrance is to be found.
- In circumstances where an existing street or similar is extended, it would be appropriate to continue to use the same street name. This would be subject to the limitations of the existing numbering scheme.
- If a building has entrances in more than one street, then each entrance should be numbered in the road it fronts. Exceptions may be made, depending on the circumstances, for a house divided into flats.
- Blocks of flats and apartments may be given a name with each dwelling being numbered consecutively.
- If one or more dwellings are built between two others, a suffix of “A”, “B”, “C”, etc. is added to the number.

House Names

If a property is already numbered, a property owner can additionally name their property without contacting the Council as long as it does not conflict with an existing property name in that locality. The property name in this case will not officially form part of the property address, and the property number must still be displayed and referred to in any correspondence; for example:

'My House?? (not part of official address)
1 My Road (official address)
Town
County
Postcode

You only need to seek permission from the Council if there is no number allocated in the official address (i.e. the property has been allocated a name as part of its official address).

How do I Name my House?

In the case of addresses where there is no number allocated, the allocated name does form part of the official address. In this instance property owners wishing to change the property name need to put their request in writing, stating their name, the present full address of the property and state clearly relevant Council Services. It is the responsibility of property owners to inform their own personal contacts etc. their new preferred name.

We will contact Royal Mail to see if they have knowledge of a similar named property in the locality. We check our information systems and if the name is satisfactory, then the new address is registered and you will be informed accordingly. If there is an issue with your preferred name, we will request alternatives.

The property name change information is then sent to Royal Mail, Emergency and Essential Services and other

Name Plates

The developer of a new development is responsible for the initial costs of the nameplates and must comply with the specification of the Council. They can elect to carry out the work themselves or engage the Council to carry out the work on their behalf but at the developers own expense.

The maintenance of street signs remains the responsibility of the developer and only becomes the responsibility of the Council once a street has been formally adopted

Display of Names and Numbers

The Greater Manchester Act 1981 Section 22 requires the owner or occupier to mark the building with the number in such a way as to make it legible from the street and unobstructed Section 19 of the Public Health Act 1925 requires that the names are to be painted or otherwise marked in a conspicuous position on each street. This is to ensure that buildings and streets are clearly identified.

Enforcement procedure

An offence is committed when owners or occupiers remove, cover or obliterate street numbers. The Council will encourage occupiers in their duty to display the correct name/number clearly. Where it is evident that failure to do so could result in failure of postal delivery service or emergency services to identify adequately the premises, then the Council will pursue enforcement action.

Property Numbering/Naming & Re-Numbering/Naming Fees

Under section 93 of the Local Government Act 2003 a local authority may charge for discretionary services. Discretionary services are those services that an authority has the power, but not a duty to provide. An authority may charge where the person who requires the service has been given information in advance of the charges to be made. Those details can be found in Appendix 1 to this policy, Allocation of street numbering is a power provided by Section 22 of the Greater Manchester Act 1981. The Power to assign and alter street names is provided by Section 18 of the Public Health Act 1981. The power to assign and alter street names is provided by the Section 18 of the Public Health Act 1925. These provisions are discretionary, so the authority may charge for these elements of its street numbering and naming services. The Council cannot charge for maintain or marking street inscriptions/nameplates as this is a duty under Section 19 of the 1925 Act.

Appendix 1 Charges for Street Naming and Numbering

New Developments	Fee
New individual property	£58
New development (more than one unit) or redevelopment of existing building	£58 + £12 per unit
Alterations in either street name or property numbers to new developments after initial street naming and numbering has been undertaken	£115 + £12 per unit
Existing Properties	Fee
Change of a house name/number	£58
Change of a building name (e.g. flats)	£115
Change of street name (residents request)	£230 + £23 per property Plus the cost of any amendments required to Traffic Orders
The addition of a house name	£58
Confirmation of an existing registered postal address	£58 per property

The above charges do not include for the creation and erection of street name plates, please refer to the Guidance for Developers note.

Explanatory notes:

Adding or changing a House Name

Payment for House Name changes is payable on submission of the application. Cheques should be made payable to Bolton Council (third party cheques are not acceptable); card payments can be taken over the telephone on 01204 336033. You can also pay by cash or card in the one stop shop situated on the ground floor of the Town Hall

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Renaming a Street

Where the application is to rename a street, the application should be submitted, you will then be informed of the charges and payment must be received before the application is processed.

If you need further explanation of these charges, please contact Building Control:

Bolton Building Control
Development and Regeneration Department
Town Hall
Bolton BL1 1RU

Telephone: 01204 336033
Email: building.control@bolton.gov.uk